



## **Kimpton Christmas Market**

### **Working Party Meeting**

**Monday 11<sup>th</sup> July, 7.30pm**

**Kimpton Memorial Hall**

#### **Attendees:**

Cllr David Reavell, Cllr Jon Marsh, Helena Kirk, Bob Finch, Rev L Williams, Mary Hyde, Carina Helmn (note taker)

#### **Apologies:**

George Curry, Brian King, Juliet Morton, Andy Lawrence, Tamsin Corbett

#### **Notes:**

1. **Event Management – All**
  - a) To appoint a Chairman of the Christmas Market Working Party. Agreed that Cllr David Reavell be appointed Chairman.
  - b) To agree date, format and times for Kimpton Christmas Market 2022  
Saturday 3<sup>rd</sup> December from 12noon to 4pm. The earlier start time to avoid total time clash with the matinee performance of the Kimpton Players Pantomime.
  - c) Marquees required for The Green  
One required for the bar/additional music.
2. **Market Stalls – Carina Helmn**
  - a) Location of stalls across the village and Kimpton Church  
Stalls to be offered inside Kimpton Church, outside location of Church Path/Garden Fields/The Green and on private drives/gardens.
  - b) Stallholder fees; differentiation depending on location?  
Stall fee of £30 for inside Kimpton Church to cover the time and effort of providing tables, heat and light. For stall holders choosing an outside location a donation will be requested if the stall holders provide their own tables, chairs etc. If a gazebo is supplied, then a fee will be applied.
  - c) Stallholder map  
This will be considered in September.
3. **Children's Activities - Kimpton PTA**
  - a) Santa's Grotto  
Santa's Grotto will be in Church House. Set up can take place on Friday 2<sup>nd</sup> December (possibly earlier in the week with consent from Kimpton Bridge Club).
  - b) Trail? Or other activity  
A festive trail was not supported by the PTA committee members.
  - c) Bottle tombola  
This is a good fund raiser and will be set up either in Church House, on The Green or outside the school.
4. **Santa Fun Run – Kimpton PTA**
  - a) Time and route  
Start time of 11.30am with the same route as 2021; starting at the bottom of the Hoo track and going up the triangle before returning. Stewards to assist in crossing Hitchin

- Road on the way to and from the event. High vis jackets available from the Bench Working Party. Entrants to be given a festive Santa hat. Dogs to be allowed.
- b) Fees  
As 2021. Use of SumUP online shop for bookings.
5. **Festive Workshops** – Mary Hyde  
Three workshops will run concurrently in Dacre Rooms, one downstairs for children and two for adults upstairs. Ideas are still being considered for the workshop activities. Art workshops are being trialled together with a friend and therefore Mary will know more about the organisation and what works well once these have taken place.  
Bookings to be taken through SumUp online shop.
6. **Music** – Brian King  
Brian would like to involve more people in the organisation of Saturday afternoon / evening music and go back to having fixed sets. This would need to organise proper amplification and multiple microphones....so would need a decent sized marquee with side sheets to protect equipment from the elements (BWP). The necessary power output will be checked to ensure that it doesn't interfere with power at the chalets or pub.
7. **Food** – Carina Helmn  
a) Outside caterers to be invited: Crepes, Meltvan, Baxters fish and chips, any others?  
Agreed to approach outside caterers to provide food for the event. Location The Green.  
b) Charges  
£50 pitch fee.
8. **Bar** – Andy Lawrence  
a) Location  
Marquee located on The Green. Evening drinks on Friday 2<sup>nd</sup> December starting at 6pm with music from Kimpton Village Choir.  
b) Beverages  
Real beer to be sourced, mulled wine using Budgens supply, mulled apple juice, hot chocolate (adult and children's version). Consideration of the size of mug to be used. License application to be made.  
c) Christmas Mug – new design for 2022?  
Tamsin Corbett has offered to create a new design and will present this to our meeting on 12<sup>th</sup> September. We will order less mugs than the order in 2020 as we have surplus mugs available from 2019 and 2020.
9. **Publicity** – Tamsin Corbett  
a) 'keep the date' post  
This will go out on social media. The design chosen will be used across publicity material for the different elements of the event.
10. **Finance** – Carina Helmn  
a) Event costs  
License fee. Event fund required to cover expenditure on items to be sold.  
b) Event income  
Income from stall holders, fun run tickets, workshop classes, bar takings and external caterers for pitches.  
c) Fundraising for Kimpton Preschool and Kimpton School  
KPC will confirm the donations to Kimpton Preschool and Kimpton School.
11. **Bench Working Party** – Bob Finch  
a) Help being offered
  - Erecting and taking down a marquee on The Green with matting, heating and lighting
  - marquee at The Boot,

- sleigh to Church House
- table for fun run administration
- signs
- tables from storage to the Church

**12. Any other business**

- a) Rev Linda Williams advised the meeting that the Church will be organising a Christmas Tree Festival in December and will be inviting all village organisations and groups to take part.
- b) KPC will consider the purchase of festive lighting for the driveway to the south door Parish Church and to Church House.

**Next meeting** Monday 12<sup>th</sup> September, Kimpton Memorial Hall at 7.30pm.